
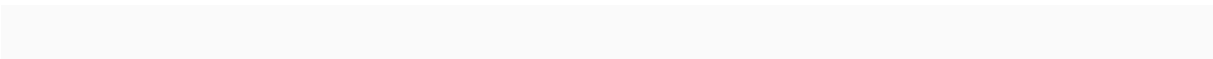




**Victoria**  
ACADEMIES TRUST

## Induction Policy

<b>Date of last review:</b>	July 2025	<b>Review period:</b>	1 year
<b>Date of next review:</b>	July 2026	<b>Owner:</b>	DoS
<b>Signed:</b>		<b>LGB or Board approval:</b>	Board



# Induction Policy

## 1. Purpose

This policy ensures a consistent, supportive, and effective induction process for all new teaching staff across Victoria Academies Trust. In terms of process, it follows advert and interview and precedes appraisal/probation. This process, as a flow chart can be found in Appendix One.

Victoria Academies Trust aims to:

- Integrate new staff into the Trust's ethos and culture.
- Equip staff with the knowledge and tools to succeed in their roles.
- Promote collaboration and inclusion across mainstream and special needs settings.

## 2. Scope

This policy applies to:

- Newly appointed teachers (ECTs and experienced staff) and Leaders.
- Teaching assistants (including SEN support staff).
- All non-teaching staff.
- Staff transferring between schools within the Trust.

## 3. Induction Objectives

- Understand the Trust's vision, values, and strategic priorities.
- Familiarise with school-specific policies, procedures, and expectations.
- Build relationships with pupils, staff, and the wider school community.
- Receive tailored support and professional development.

## 4. Induction Structure

It is the responsibility of headteachers to ensure that all employees receive quality and appropriate induction information and activities in a timely manner. The checklist in Appendix Two should be used by schools to ensure they fulfil their duties in relation to induction and provide Trust based HR staff with the information they need to support induction. This form will be owned and updated by BSOs in schools. Once completed, BSO to upload checklist to employee's Every employment record within Job Documents.

### A. Pre-Start Preparation

- **Appointment Pack:** Sent by Shireland HR following initial verbal offer
  - Initial appointment letter and contract
- **Welcome Pack:** Sent following initial offer pack by CEO
  - All about Victoria Academies Trust
  - Our Values in Action

- Our Values in Action – Pupils
- Our latest VAT Newsletter
- **New Starter Pack:** Sent three weeks before start date by Director of Schools
  - Trust and school handbooks
  - Staff code of conduct
  - Safeguarding and health & safety policies
  - Communication directory
  - Wellbeing information
  - First day information
- **IT Access:** Email, MIS, and relevant platforms set up in advance.

## B. Trust-Wide Induction (Week 1)

- Led by the Central Trust Team.
- Topics include:
  - Trust vision, values, and leadership structure
  - Safeguarding and child protection
  - SEND provision across the Trust
  - Wellbeing strategies
  - Introduction to CPD and career pathways

## C. School-Based Induction (First 2 Weeks)

- **School Tour & Introductions, identification of buddy**
- **Role-Specific Orientation:**
  - Curriculum overview
  - Planning and assessment expectations
  - Classroom management systems
  - TA deployment and support strategies
- **Mentor Assignment:**
  - Each new staff member is paired with a mentor or buddy.
  - Weekly check-ins during the first term.

## D. Special Needs School Induction (if applicable)

- Additional training on:
  - EHCPs and individual learning plans
  - Communication strategies (e.g., PECS, Makaton)
  - Sensory integration and behaviour support
  - Working with therapists and external agencies

## 5. Ongoing Support

- **Regular Review Meetings** with line managers.
- **Access to Trust CPD Programme** including:
  - Subject networks
  - TA development workshops

- Leadership pathways
- **Wellbeing Support:**
  - Access to EAP (Employee Assistance Programme)
  - Mental health first aiders in each school
  - Access to flexible working policy

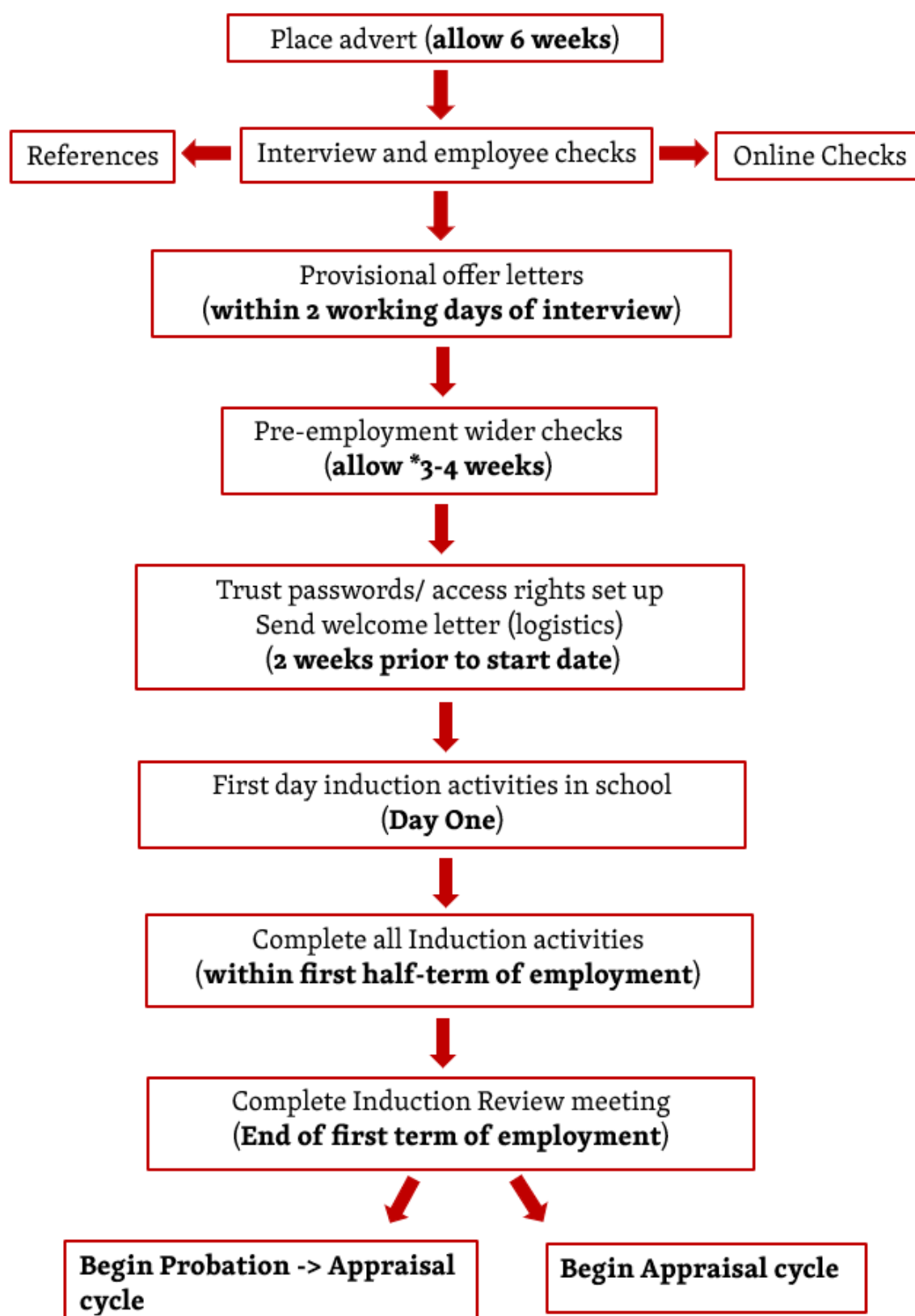
## 6. Evaluation and Feedback

- Induction feedback collected after 6 weeks via Microsoft forms link **XXXX** and at the end of Term 1.
- Annual review of the induction policy based on staff feedback and outcomes.

## 7. Roles and Responsibilities

- **Trust HR Team:** Oversees induction coordination and compliance.
- **Headteachers:** Ensure school-level induction is delivered effectively.
- **Mentors/Buddies:** Provide guidance, support, and feedback.
- **New Staff:** Engage fully with the induction process and seek support when needed.

Employee Flow chart



**PRE -EMPLOYMENT CHECKLIST & INDUCTION CHECKLIST**

<b>Name</b>			
<b>School</b>			
<b>Post Title</b>			
<b>New starter/existing member of staff</b>		<b>Contracted hours</b>	
<b>Salary</b>		<b>Weeks per year</b>	
<b>Starting Pay range/scale</b>		<b>Start date</b>	

	<b>School Based</b>		<b>Shireland</b>		<b>Trust</b>
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		<b>Date</b>	<b>Initials</b>
<b>Point of Recruitment</b>	<b>Job Description and Personnel Specification agreed</b>		
	<b>Job Advert agreed</b>		
	<b>Post/Advert/JD/PS added to Approval Max for approval</b>		
	<b>Position advertised (School website/Trust website/DfE/WM Jobs)</b>		
	<b>Shortlisting grid</b> (Essential and desirables) (Ensure application form fully completed - look out for gaps as well as any overseas checks required)		
	<b>Check self-declaration &amp; disclosure</b> (provided to panel prior to interview)		
	<b>Online checks completed</b> (provided to panel prior to interview)		
	<b>Request references x 2</b> prior to interview (once consent given) (current most recent employer/if school - completed by Headteacher and if second reference from same school must be countersigned by the Headteacher. Ensure Headteacher at VAT signs to confirm receipt of reference- as this information is requested in Every)		
	<b>Check documents and qualifications prior to interview</b>		
	<b>Arrange interview including appropriate role-based task</b> (observation for Teachers and Teaching Assistants) and questions using Trust Grid. <b>Arrange interview panel according to Scheme of Delegation</b>		
	<b>Interview notes and task from panel</b> – must be scored and each panel member should be easily identifiable		
<b>Pre-Employment</b>	<b>Successful applicant notified of appointment and agree provisional start date</b>		
	<b>Advise Shireland of new post and instruct to send out provisional offer letter advising of name of point of contact (BSO)</b>		
	<b>Confirm Shireland have sent provisional offer letter</b>		
	<b>Update New starter spreadsheet in the Recruitment channel of the HR TEAMS tile</b> <b>Identifying: School based Buddy and person responsible for Induction</b>		
	<b>Victoria Academies Trust provisional email sent by Executive Assistant</b>		
	<b>Unsuccessful applicants notified by school</b>		

	Check Shireland sent new starter pack i.e. bank details request		
	Check Shireland sent medical form sent out (to be returned to Shireland)		
	Complete DBS/ Update Service checks (if applicable)		
	Right to work check		
	ID check – photo ID Passport or driving licence - originals		
	Birth Certificate & Marriage Certificate (if applicable)		
	Relevant Qualifications (QTS/TRA/Degree Cert - <i>original documentation</i> )		
	Proof of address x 2 documents (less than 3 months old)		
	Applicant to complete Child Care Disqualification form		
	Applicant to complete overseas form		
	National Insurance Number provided		
	Prohibition check		
	Barred list check		
	TRN obtained (if relevant)		
	QTS date (if relevant)		
	S128 (if in a management position)		
	Overseas checks (add appropriate checks)		
	Enhanced DBS & Barred List Certificate (original certificate must be shown for verification- complete DBS disclosure form with details of disclosure number, certificate date of issue and name of counter signatory)		
	Upload all above documents on Approval Max for approval and once approved send to Shireland HR portal		
	Onboarding ICT request sent via Approval Max to Head of ICT		
	Head of ICT set up passwords and IT equipment relevant to role		
	Victoria Academies Trust welcome email sent by Executive Assistant 3 weeks before start date		
	Final appointment letter sent by Shireland		
	Upload Employment contract to Every - must be checked & signed		
Pre-Induction	Check medical clearance from Occupational Health/ Shireland - if adjustments HT to action		
	Create record in Every - upload new starter information/pension forms and P45 to outgoing files. Send welcome email from Every		
	Advise Head of HR of new starter to Every – to be added to user group		
	Head of HR adds new starter to user group on Every		
	BSO to send Every Starter link and request employees to watch video		
	BSO adds new starter to Pluxee and SAS systems		
	Ensure Shireland New Starter check form and documents downloaded from portal and saved to file (on Every)		
	If applicable, add in probation dates to Every and advise Head/SLT		
	Head/SLT to organise school-based induction and complete Induction log.		
	Send Microsoft forms link to employee at the end of term 1		